

## **PASSPORT APPLICATION REQUIREMENTS 15 YEARS OF AGE AND UNDER**

PLEASE NOTE: [EXCEPT COURT HOLIDAYS](#) - HOURS OF OPERATION:

8:30AM-4:00PM - MONDAY - FRIDAY. 30 MINUTES PREPROCESSING TIME.

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU APPLY FOR A PASSPORT:

1. [COMPLETE FORM DS-11](#) (BLACK INK ONLY AND NO CORRECTIONS)
2. BOTH PARENTS MUST BE PRESENT
3. EVIDENCE OF U.S. CITIZENSHIP ( One of the Following Plus Photo Copy )
  - Certified Birth Certificate
  - Naturalization Certificate
  - Certificate of Citizenship
  - Consular Report of Birth Abroad or Certification of Birth
4. PREVIOUSLY ISSUED U.S. PASSPORT
5. PARENT'S PRIMARY FORM OF IDENTIFICATION (Two ID's Required, if Out of State)
  - Valid Driver's License
  - Current Government Issued ID
  - Current U.S. Military ID
  - Previously Issued, Undamaged U.S. Passport
  - Naturalization Certificate
6. FRONT AND BACK PHOTO COPY OF IDENTIFICATION PRESENTED.
7. [PASSPORT PHOTO](#) ( Applicant Must Provide)
8. PASSPORT PROCESSING FEES: NO CREDIT CARD ACCEPTED.
  - Check or Money Order Only - Payable to the "Department Of State"
9. APPLICATION FEES:
  - \$25.00 Cash Only to the Circuit Clerk
10. COMPLETE MINOR CONSENT [FORM DS-3053](#) ( If Only One Parent is Present )
11. **MINOR MUST BE PRESENT.**

**PASSPORT BOOK:** (4-6 Weeks)

\$80.00 Check or Money Order Only

**PASSPORT CARD:** (4-6 Weeks)

\$15.00 Check or Money Order Only

**EXPEDITE PROCESSING FEES:** (2-3 Weeks)

\$154.85 Check or Money Order Only Payable to the "Department of State"

TO GET YOUR PASSPORT IN A HURRY VISIT: [travel.state.gov](http://travel.state.gov) CALL: [1-877-487-2778](tel:1-877-487-2778).

FOR ADDITIONAL INFORMATION VISIT: [U.S. Department of State Passport Website](http://U.S. Department of State Passport Website)

**KEITH S. BRIN**

Clerk of the Circuit Court

18 N. County Street

Waukegan, Illinois 60085

847-377-3380